



**Solicitation Information**  
**26 May 06**

**Continuous Recruitment: CR #16**

**TITLE: Public Art Project Management Team**

**Submission Deadline: Continuous Recruitment through 30 June 06**

<b>PRE-BID/ PROPOSAL CONFERENCE: NO</b>
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Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.state.ri.us](mailto:questions@purchasing.state.ri.us) . Questions should be submitted in a *Microsoft Word attachment*, no later than 16 June 06 @ 12:00 Noon (ET). Please reference the CR #16 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

<b>SURETY REQUIRED: No</b>
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<b>BOND REQUIRED: No</b>
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**Jerome D. Moynihan, C.P.M., CPPO**  
**Administrator of Purchasing Systems**

**Vendors must register on-line at the State Purchasing Website at [www.purchasing.state.ri.us](http://www.purchasing.state.ri.us).**

**NOTE TO VENDORS:**

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

The Division of Purchases, on behalf of the Rhode Island State Council on the Arts (RISCA), is seeking to establish a list of ten qualified Project Managers to provide services in accordance with the terms of this solicitation and the State's General Conditions of Purchase, which is available on the internet at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

This solicitation will be used to create a RISCA specific Agency Pricing Agreement, which will expire three years from the date of original issue (projected to be approximately March 06). Project Managers who are added to the qualified vendor list after the date of the original issuance of the Price Agreement will serve until the scheduled end of the original contract term. All service providers who desire to be included on this list must meet the qualifications listed below at the time the list is established.

**This is a continual enrollment process. The Division of Purchases will forward all applications received to RISCA for evaluation.**

All offerors deemed appropriate by RISCA and the DOA/ Division of Purchases will be placed on the qualified provider list for these services. Placement on the qualified provider list established in this RISCA Master Blanket contract does not guarantee income. Service providers will be selected, on an as-needed basis, based upon qualifications and other factors.

**Contract Term: Three years from original date of issue (July 1, 2006). Vendors added after 1 July 06 will be contracted through 30 June 09**

Anticipated Compensation: \$25/hour. Approximately 50 hours / month.

**INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:**

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.
- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This will be a requirement only of the successful bidder (s).
- Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.

- The State of Rhode Island has a goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, visit the web site [www.rimbe.org](http://www.rimbe.org). To speak with an M.B.E. Officer, call (401) 222-6253.
- Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP / LOI

**Equal Employment Opportunity (RIGL 28-5.1)**

**§ 28-5.1-1 Declaration of policy.** – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090

**APPLICATION REQUIREMENTS**  
**RHODE ISLAND STATE COUNCIL ON THE ARTS**  
**PUBLIC ART MANAGEMENT TEAM PROJECT MANAGER**

A candidate for appointment to the Rhode Island State Council on the Arts' Public Art Management Team must demonstrate by education, training and experience, or other objective criteria, an ability to effectively organize and manage the complex series of tasks that characterize the typical public art project, as described below. The candidate should possess negotiation, analytical and writing skills, be able to demonstrate his/her skills in the conduct of meetings, and have either experience in or an inherent understanding of the arts and design.

Candidates will be ranked on previous experience, organizational and project management skills, and arts background. Candidates scoring at least 80 out of 100 points based on these review criteria will be placed on the provider list.

Typically, a Public Art Management Team member will be responsible for the following administrative activities:

Short List:

1. Maintain communications and flow of information between participating agencies and organizations such as the state agency to receive the artwork, RISCA, the project architectural firm, and participating artists.
2. Establish and run three-four meetings of the Public Art Selection Panel and present meeting reports to the Arts Council's governing board for ratification.
3. Manage site and meeting visits for artists and panelists and arrange all travel, accommodations, reimbursements and fee payments for artists through the state purchasing system.
4. Create and manage calls to artists through the Café online digital application program.
5. Ensure that all meetings comply with the state's open meetings law and that all paperwork and documentation is completed and filed with the appropriate state agencies.
6. Manage media relations and public education components of each project.

Detailed Activities for the Typical Project (with estimated time each activity should take):

1. Meet with representatives of the state agency that will be acquiring the artwork. Assess the size and scope of the project. Ensure that the agency representative understands RISCA's public art selection process. Make preliminary plans for transfer of funds from the agency to the State Arts Council. Make plans for contacting the agency's architectural firm. Make plans for the agency to assign a staff person to the public art panel and solicit their suggestions for a community panel member. (2-4 hours)
2. Create a Public Art Selection Panel. According to the 1% for Art Legislation, this panel will consist of the project architect, a representative from the state agency to receive the artwork, one community member (to be selected by the agency or RISCA), and two artists (to be selected by RISCA). This panel must be approved by the Arts Council governing board or at least by the Executive Committee. (5-8 hours)
3. The first Public Art Selection Panel meeting will establish the Call for Qualifications. This meeting should take place somewhere convenient to all panelists and adequate for any display needs of the architect. The DOA building has several conference rooms that are appropriate. Contact the architectural firm. Ensure that they understand RISCA's public art selection process and confirm the participation of the project architect. Acquire digital images of the site for the public art call and materials for panel meetings. The project architect will be asked to make a presentation on the building at the first Public Art Selection Panel meeting. Arrangements should be made for equipment set up and for architectural documents to be given to the panel. (planning and communications 3-5 hours)
4. The first panel meeting should include: All panel members and may include RISCA staff or Council members. The meeting must be based on a clear agenda to include introductions and instructions to the panel, information on the RI Public Art Law, the architect's presentation, and sufficient time for discussion and decision making through a majority process. The Project Manager is responsible for leading the discussion and comprehensive note taking. The Project Manager will not vote on proceedings or attempt to sway the judgment of the panel. The meeting must culminate in the selection of 2-5 sites for public art in the building or on the site. The RFQ must also include special considerations for the work including safety and durability issues, qualitative and thematic interests of the panel for the artwork, a general timeline for the selection and installation process. (10-12 hours)
5. Based on the decisions of the panel meeting, the Public Art Coordinator will create a Call for Qualifications. This call will be posted to the Café system and the RISCA website, and publicized widely (according to the level of outreach established by the panel). The Project Coordinator will work with Westaf in order to administer this call through the Café online application system. The coordinator will monitor the progress of the call and continue to publicize it over the period of at least one month. (RISCA staff will field inquiries as they arise in-house.) (15-20 hours)
6. The second Public Art Selection Panel meeting will narrow down the applications received through the Café system to 2-5 finalists. The Project Coordinator will work with Westaf to arrange an online voting process for the

- panel's first round of voting. The Project Coordinator will then present the remainder of applications through a digital presentation at the panel meeting to be held at the Department of Administration building. This meeting must culminate in the selection of no more than 5 artist finalists. The Project Coordinator will present a report of the panel's decision for final approval from the RISCA governing council. (15 - 20 hours)
7. The Project Coordinator will contact each of the artist finalists, explain RISCA's public art selection process, and arrange for a site visit with the project architect or manager. Project Coordinator is responsible for arranging all travel, accommodations, reimbursements and stipends for visiting artists through the state purchasing system. 25 - 30 hours)
  8. The Project Coordinator will maintain communications with the artist finalists and ensure that they receive all information from the Project architect and manager that is necessary to complete their proposals. (N/A)
  9. The Project Coordinator will run the final Public Art Selection Panel meeting. They will secure an appropriate room at the Department of Administration Building and work with artists to ensure adequate equipment and set up. This meeting must comply with the state's open meeting laws, including adequate public posting and documentation of the proceedings. The Project Coordinator is responsible for arranging all travel, accommodations, and reimbursements for visiting artists through the state purchasing system. The panel will determine whether to select any of the proposed works. The panel may only select as many works as allowed by the project budget including installation, purchase and contracting fees. The final recommendations of the Public Art Selection Panel must be ratified by RISCA's Governing Council. (15 - 20 hours)
  10. The Project Manager will contact the artist finalists to report results. Selected artists will work with the Project Manager and the Arts Council to negotiate a contract including payment, fabrication and installation schedules. (10 - 15 hours)
  11. The Project Manager will create press releases and press conferences to publicize the selection process results and ensuing plans. (5-8 hours)
  12. The Project Manager will work with the selected artist/s to ensure communications with the project architect and project manager; compliance with building codes; compliance with state purchasing regulations including contract bidding; public access to information on the project; and any other issues that may arise. (N/A)
  13. The Project Manager will ensure that all proceedings are adequately documented and that all documents are filed appropriately with the State Arts Council and the Secretary of State's Office. (N/A)

### **Questions & Submission**

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**Responses (an original plus one (1) copy ) should be mailed or hand-delivered in a sealed envelope marked “CR#16 : Public Art Project Management Team” to:**

**RI Dept. of Administration  
Division of Purchases, 2<sup>nd</sup> floor  
One Capitol Hill  
Providence, RI 02908-5855**

Proposals should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A cover letter, describing your background and experience, a copy of your resume, and a list of three references
3. If you are selected, you will be required to submit a completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

Responses will be evaluated on the basis qualifications, area of expertise, and State need.

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